

August 1, 2018

Dear Parents,

We rejoice in supporting you as you learn more about our beautiful Catholic faith and share it with your family. Enclosed are registration materials for the coming year's classes for Pre-school through Grade 8 (and adults!). If you have high school aged children, please click on the link for 9<sup>th</sup>-12<sup>th</sup> at the top of the registration form to be directed to the Youth Ministry program. Programs for people of all ages begin October 7<sup>th</sup> and 8<sup>th</sup>.

**COMPLETING REGISTRATION** – Online (preferred) or PDF (print-out/fill-out & mail)

- 1) **E-mail is the way we will send newsletters and classroom communications; please make sure your email address is correct.**
- 2) **Cell phone numbers needed for REMIND app used for emergency situations: (snowstorms, power outages, etc.)**
- 3) Register for the class session you prefer.
- 4) Credit card payment is offered for online forms, or you can make checks payable to: St. Thomas Aquinas Parish or St. John Church & Student Center and mail them.

***Keep in mind, sometimes class sessions must be closed, enrollment is on a first come/first served basis.*** For this reason, the sooner you send in your registration forms, the better. **NOTE: If a child (pre-8) is not registered by September 20th we will not expect them at the first session.** We need that time to prepare and we want to make sure that all children have materials (books, folders, etc.) waiting for them.

**CLASS SCHEDULE: PRESCHOOL – GRADE EIGHT**

Sunday -        8:30 a.m. – 9:30 a.m.  
                      10:05 a.m. – 10:55 a.m.  
                      4:30 p.m. – 5:30 p.m.  
  
Monday:        4:30 p.m. – 5:30 p.m.

***Preschool – Grade 8 classes are held in St. Thomas Aquinas School.***

It is always possible that some sessions or grade levels will not be viable because too few students are enrolled or, conversely, that we could hit capacity for the facilities at a given session. Please register as soon as possible so we can plan wisely and you get the session you want!

**TUITION** – It is helpful if you can pay the religious education fees at the time of registration. You can write a check payable to St. Thomas Aquinas Parish or St. John Church & Student Center. You also have the option of going onto our parish website and paying online: <http://elcatholics.org/registration-1>

**For the purposes of figuring tuition, include all children in your family, preschool – high school.**

*Please*, if the fees present a financial hardship register and send your child to class! We are happy to work out payment arrangements or tuition assistance, and ***scholarships are available for those who need them.***

**COMMUNICATION** – Our primary way of communicating with parents is via e-mail. Teachers will send a weekly update; if you are not receiving it, please let us know! We also have a Facebook page: “East Lansing Catholic Families.”

**ADDITIONAL FORMS** – Please fill out one copy of the *Health/Emergency* and the *Permission and Media* forms (back to back) for each child you are enrolling. Finally, we need your support to make our program run; if there is any possibility that you could serve as a catechist, aide, occasional substitute, chaperone for youth events, or office volunteer please complete and return the Volunteer Form.

Your registration will be *confirmed with an email* containing further information about this year's program.

**Please let us know if you do not receive it!**

To review, here is what we need:

- 1) Registration form: *for each child.*
- 2) Media Release/Permission/Communications *for each child.*
- 3) Form and Health/Emergency form *for each child.*
- 4) Volunteer Form, *one per family*
- 5) Tuition and fee payment.

Please fill out forms online (preferred) / or turn in or mail printed out forms with fees to Dian Silvey, Formation Assistant, in our Catholic Formation Office or Mail to: Attn: Dian, Catholic Formation Office, 955 Alton Rd. East Lansing, MI 48823. **ONLINE AND MAIL FORMS MUST BE RECEIVED BY SEPTEMBER 20<sup>TH</sup> to avoid being late.**

As always, please feel free to contact us anytime with your questions, concerns or suggestions. Passing on the message of Christ is *the work of the parish*; it can't happen without volunteers. Please prayerfully consider becoming involved in this important and rewarding ministry.

God bless you and your family!

Sincerely,

***Debbie Lewis***

Director of Religious Education